

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA

DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Senior Administrative Analyst (Accounting Systems)

(Permanent/Full-Time)

Multiple Positions Available

SALARY RANGE:

\$6,495.00 - \$8,070.00

Note: This position is eligible for an additional 15% recruitment and retention pay differential (10% in the first year, and 15% in the second year).

BENEFITS:

Finance employees are excluded from collective bargaining and are eligible to receive the following enhanced benefits:

- Enhanced medical, dental, and disability benefits
- Employer paid Life Insurance
- Additional hour of Vacation/Annual Leave
- Excluded employees are not subject to State Disability Insurance payroll withholding

For more details about employee benefits, visit the Department of Finance's website [here](#).

FINAL FILING DATE:

May 3, 2019

QUESTIONS ABOUT THE JOB:

Pansy Kwong
(916) 445-0211 ext. 2861
(916) 324-6547 TDD*
E-mail: FSCUrecruiting@dof.ca.gov

SEND APPLICATION TO:

POSITION DESCRIPTION:

The Senior Administrative Analyst (Accounting Systems) plays a key role in influencing and enhancing statewide fiscal and accounting policies and procedures. This position must have broad knowledge of the State's accounting system requirements; a good working knowledge of professional accounting practices and procedures; and the ability to make sound decisions and recommendations regarding accounting practices and principles as utilized in State Government. This position performs analytical and consultative duties, including but not limited to: developing accounting and operational procedures or policies; participating in analytical studies and improvement projects requiring knowledge of the State's accounting principles and practices; developing training materials and conducting formal classroom training; providing outreach, training and consultation to departmental accounting offices; supporting the implementation of the Financial Information System for California (FI\$Cal); and administering Pro Rata, Statewide Cost Allocation Plan (SWCAP), and federal Cash Management Improvement Act (CMIA) programs.

DESIRABLE QUALIFICATIONS:

- Ability to lead, plan, organize, and adapt to changing assignments and priorities and work effectively under pressure to meet deadlines
- Ability to gain and maintain cooperative working relationships at all levels
- Ability to maintain regular, consistent, predictable attendance, and occasionally work beyond scheduled work hours
- Experience solving complex accounting problems
- Excellent analytical skills to interpret and clarify statewide fiscal policies and procedures
- Excellent verbal and written communication skills

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. *California relay (telephone) service for the deaf and hearing impaired, From *TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

Issue Date: April 19, 2019

Department of Finance
Attn: Michelle Bell
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

**ADDITIONAL APPLICATION
INFORMATION:**

Electronic applications through your CalCareer account are highly recommended. If you are unable to apply electronically through your CalCareer account, please mail or drop off a hard copy of your application packet to the above address. You can access the Job Control at: [CA Jobs](#).

You may obtain an official state application (STD 678) on the CalHR website at: <https://jobs.ca.gov/pdf/std678.pdfh>

SPECIAL REQUIREMENT:

In order to be considered for this position you must submit a Statement of Qualifications (SOQ) with your application. The SOQ is a narrative discussion that identifies how your education, training, experience, and skills correlate to the identified desirable qualifications for this position. Please include specific examples and limit your SOQ to one page in length with a font size no smaller than 11 pt.

WHO MAY APPLY:

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). Please visit the California Department of Human Resources (CalHR) website:

<http://www.calhr.ca.gov/state-hr-professionals/pages/5302.aspx>

Applications will be screened and hiring interviews of only the most qualified may be scheduled.

Additional hires may be made from this bulletin if additional positions become available.

- Ability to exercise good judgment, initiative, and creativity
- Knowledge and experience in departmental accounting procedures and requirements
- Knowledge of governmental accounting principles and procedures